

## **AGENDA**

### **TUSAYAN TOWN COUNCIL REGULAR MEETING**

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03

Wednesday, April 3, 2013 at 6:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Tusayan Town Council and to the general public that the Tusayan Town council will hold a meeting open to the public on Wednesday, April 3, 2013 at the Tusayan Town Hall Building. If authorized by a majority vote of the Tusayan Town Council, an executive session may be held immediately after the vote and will not be open to the public. The Council may vote to go into executive session pursuant to A.R.S. § 38-431.03.A.3 for legal advice concerning any matter on the agenda, including those items set forth in the consent and regular agenda sections. The Town Council may change, in its discussion, the order in which any agenda items are discussed during the course of the meeting.

Persons with a disability may request a reasonable accommodation by contacting Town manager (928) 638-9909 as soon as possible.

As a reminder, if you are carrying a cell phone, electronic pager, computer, two-way radio, or other sound device, we ask that you silence it at this time to minimize disruption of today's meeting.

### **TOWN COUNCIL REGULAR MEETING AGENDA**

#### **1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

#### **2. ROLL CALL**

**MAYOR GREG BRYAN  
VICE MAYOR AL MONTOYA**

**COUNCILMEMBER BILL FITZGERALD  
COUNCILMEMBER JOHN RUETER  
COUNCILMEMBER CRAIG SANDERSON**

❖ *One or two Council Members may attend by telephone*

#### **3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

***Members of the public may address the Council on items not on the printed agenda. The Council may not discuss, consider or act upon any matter raised during public comment. Comments will be limited to three minutes per person.***

***Members of the audience who wish to speak to the Council on an item listed as Public Hearing should complete a Request to Speak Card and turn it into the Town Clerk. Speakers will be limited to three minutes each.***

#### **4. CEREMONIAL AND/OR INFORMATIONAL MATTERS**

**A. Mayor's Proclamation of April 2013 as Fair Housing Month in the Town of Tusayan**

**B. Presentation by the Coconino Plateau Water Advisory Council (CPWAC) on the North Central Arizona Water Supply Feasibility Study being conducted by the U.S. Bureau of Reclamation (USBOR)**

## 5. CONSENT AGENDA

ITEMS ON THE CONSENT AGENDA ARE ROUTINE IN NATURE AND WILL BE ACTED ON WITH ONE MOTION AND ONE VOTE. PUBLIC HEARING ITEMS ARE DESIGNATED WITH AN ASTERISK (\*). MEMBERS OF THE COUNCIL OR STAFF MAY ASK THE MAYOR TO REMOVE ANY ITEM FROM THE CONSENT AGENDA TO BE DISCUSSED AND ACTED UPON SEPARATELY.

A. Minutes of Town Council Retreat on 3/19/13 and Meeting on 3/20/13

B. Accounts Payable Billings

## 6. COMMITTEE REPORTS

## 7. ACTION ITEMS

A. Consideration, discussion, and possible approval of Resolution No. 2013-01, adopting a residential antidisplacement and relocation assistance plan for Fiscal Year 13 (FY13), as required under Section 104(d) of the Housing and Community Development Act of 1974 as amended

B. Consideration, discussion, and possible approval of Resolution No. 2013-02, authorizing the submission of an application for the Fiscal Year 12 (FY12) State Community Development Block Grant (CDBG) funds, certifying that said application meets the Community's previously identified housing and community development needs and the requirements of the State CDBG program, and authorizing all actions necessary to implement and complete the activities outlined in said application

C. Consideration, discussion, and possible action on Planning and Zoning Commission membership

## 8. DISCUSSION ITEMS

A. Updates from Lt. Jim Coffey of the Coconino County Sheriff's Department

## 9. TOWN MANAGER'S REPORT

## 10. FUTURE AGENDA ITEMS

## 11. COUNCIL MEMBERS' REPORTS

## 12. MAYOR'S REPORT

## 13. MOTION TO ADJOURN

### CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the General Store in Tusayan, Arizona on this 27<sup>TH</sup> day of March, 2013, at 3:28 pm in accordance with the statement filed by the Tusayan Town Council.

  
\_\_\_\_\_  
Signature of person posting the agenda

ITEM NO. 4A

**Town of Tusayan – Office of the Mayor**

**Proclamation**

**WHEREAS**, the Housing and Community Development Act of 1974 as amended requires that all applicants for Community Development Block Grant funds certify that they shall affirmatively further fair housing; and

**WHEREAS**, The National Fair Housing Law of 1986, as amended by the Fair Housing Amendments Act of 1988 prohibits discrimination in housing and declares it a national policy to provide within constitutional limits, for fair housing in the United States; and

**WHEREAS**, fairness is the foundation of the American system and reflects traditional American values; and

**WHEREAS**, April has traditionally been designated as Fair Housing Month in the United States;

**NOW, THEREFORE, I, GREG BRYAN, MAYOR OF THE TOWN OF TUSAYAN** do hereby proclaim the month of:

**April 2013 as Fair Housing Month**

in Tusayan, Arizona and do hereby urge all citizens of this community to comply with the Fair Housing Law.

**DATED** this 3<sup>rd</sup> day of April, 2013

\_\_\_\_\_  
Mayor Greg Bryan

**ATTEST:**

\_\_\_\_\_  
Town Clerk Melissa Malone

ITEM NO. 5A

# **TUSAYAN TOWN COUNCIL STRATEGIC PLANNING MEETING**

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03

Wednesday, March 19, 2013, 8:30am to 5:00pm

TUSAYAN TOWN HALL BUILDING

845 Mustang Drive, Tusayan Arizona

## **TOWN COUNCIL SUMMARIZED MINUTES**

### **1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Bryan called the meeting to order at 8:49am and the Pledge of Allegiance was recited.

### **2. THE FOLLOWING WERE PRESENT UPON ROLL CALL:**

**MAYOR GREG BRYAN  
VICE MAYOR AL MONTOYA  
COUNCILMEMBER BILL FITZGERALD  
COUNCILMEMBER JOHN RUETER  
COUNCILMEMBER CRAIG SANDERSON**

Also present were:

Tami Ryall, Interim Town Manager  
Melissa Malone, Town Clerk

### **3. MANAGER TAMI RYALL CONDUCTED A TEAM-BUILDING EXERCISE WITH THE COUNCIL**

### **4. REVIEW OF ACCOMPLISHMENTS/ CHANGES IN 2012**

Manager Ryall gave a presentation on the accomplishments of the Town since the last retreat.

### **5. STRATEGIC PLANNING FOR FY 2013/2014**

Manager Ryall started the discussion of planning for the future by covering the priorities identified at the retreat last year. She noted which items were completed, are in progress, and have not yet been started. She also covered a list of items which have been mentioned by Council members over the last year. She asked the Council to identify which items should now be removed from the list and what should be added to the list.

The Council discussed the following items:

- Parking study to cover current state as well as future usage (including busses, parking space usage at high occupancy, pedestrians)
- Landscape maintenance along Highway 64 in Town
- Maintenance of the Community Park
- Maintenance of Town Hall and grounds
- Home Rule election in 2014
- Monthly Newsletter (electronic and/or mailer)
- Broadband & Streaming

- Maintenance position – determine cost and workload required for park maintenance, cleanup, bathroom cleaning, & snow plowing, Highway 64 landscape maintenance, Town Hall, Employee Housing units, preparation & cleanup for monthly Town events
- Trails/Sidewalks/Roads
- There will be a meeting on April 2 at 1pm at the Squire Inn on the National Park Service Shuttle Service. There are discussions of reducing the number of shuttles per day and reducing or eliminating the Airport stops. The shuttle costs are funded by entrance fees.

## **LUNCH BREAK and TEAM-BUILDING EXERCISE**

### **5. STRATEGIC PLANNING FOR FY 2013/2014 (continued)**

- Town Hall completion including items such as a phone system (high priority), audio visual / public address system for Council Chambers, and a network server and e-mail
- Multi-sports field(s), tot lot, fencing, & bathrooms at the Community Park
- Job training for youth (summer jobs for teens)
- Child Care needs
- Sr. Center
- Recreation programs for adults
- Multi-use community center
- Marketing of the Town of Tusayan
- Environmental Conferences
- Winter activities for visitors
- Construction fees, permits, inspections
- Benefits of having a Council Member on the Planning & Zoning Commission
- Coordination/planning between the Town, South Grand Canyon Sanitary District, and the Tusayan Fire District to possibly include appointing a Council Liaison
- Art program at the bus shelters
- Driver feedback signs
- Remove Town Marshall, Court System, and Airport from short term & move to long-term
- What/when should the Council be considering roads, water, sewer, fire, utilities, etc.? Move water to long-term.

### **6. THE MEETING ADJOURNED AT 3:36PM**

**ATTEST:**

\_\_\_\_\_  
**Greg Bryan, Mayor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Melissa A. Malone, Town Clerk**

**CERTIFICATION**

State of Arizona       )  
                                  ) ss.  
Coconino County       )

I, Melissa Malone, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on March 19, 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 27<sup>th</sup> day of March, 2013.

\_\_\_\_\_  
Town Clerk



## **TUSAYAN TOWN COUNCIL REGULAR MEETING**

PURSUANT TO A.R.S. § 38-431.02 & §38-431.03  
Wednesday, March 20, 2013 @ 6:00pm  
TUSAYAN TOWN HALL BUILDING  
845 Mustang Drive, Tusayan Arizona

### **TOWN COUNCIL SUMMARIZED MINUTES**

#### **1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Bryan called the meeting to order at 6:07pm and the Pledge of Allegiance was recited.

#### **2. ROLL CALL**

**MAYOR GREG BRYAN**  
**VICE MAYOR AL MONTOYA**  
**COUNCILMEMBER BILL FITZGERALD**  
**COUNCILMEMBER JOHN RUETER**  
**COUNCILMEMBER CRAIG SANDERSON**

Also present were:

Tami Ryall, Interim Town Manager  
Irina Ermakova, Town Bookkeeper  
Melissa Malone, Town Clerk

#### **3. CALL TO THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

None

#### **4. CONSENT AGENDA**

##### **A. Minutes of Town Council Meeting of 3/6/13 and Workshop of 3/5/13**

##### **B. Accounts Payable Billings**

Councilmember Fitzgerald and Councilmember Sanderson asked about line items in the Accounts Payable Billings. Manager Ryall answered their questions to their satisfaction.

Councilmember Rueter made a motion to approve the Consent Agenda.  
Councilmember Fitzgerald seconded the motion and it passed on unanimous vote.

#### **5. DISCUSSION ITEMS**

##### **A. Fiscal Year 2013/2014 Budget**

Manager Ryall introduced the topic of the Budget for Fiscal Year (FY) 2013/2014 and said that this first presentation will also include the items discussed at the 3/19/13 Council Retreat. She asked the Council for direction on grouping Capital expenditures. She explained the pros and cons of each option; grouping by Department or grouping by Capital designation.

Councilmember Sanderson expressed his preference for seeing Capital items grouped together so that operational costs are easily identified under each department.

The Council discussed the options with Ms. Ryall and Irina Ermakova showed examples to demonstrate the options.

The Council decided to group Capital items together.

Manager Ryall covered the following topics:

- She presented the meeting schedule between now and the Final Adoption of the Budget. The Tentative Budget Adoption will be June 5, 2013, where the expenditure limit will be final, and the Final Budget Adoption will be July 24, 2013.
- She suggested changing how the Council's technology stipend is allocated. She stated that even though none of the Councilmembers currently use it, the way it is currently set up, as an allowance, it would be taxable. She suggested the Council set a monthly limit for which each Councilmember could be reimbursed for expenses with receipts. The Council directed staff to research standard limits and bring back a proposal. Office equipment and supplies will be purchased and owned by the Town and will not be part of the technology reimbursement.

Ms. Ryall asked for direction on placing items from the Retreat in the budget and the Council directed the following:

- Parking Study in FY 2013/2014
- Maintenance on landscaping along the highway will be under HURF funding in FY 2013/2014
- Home Rule election in FY 2014/2015 (Council asked Ms. Ryall to check with the League of Arizona Cities and Towns as to when the election must be held.)
- Completing Town Hall technology should be done FY 2012/2013
- Shuttle Service may need money allocated for FY 2013/2014 but the information will come out of a meeting with the National Park Service on April 2, 2013
- Leave the place holder in the budget for Marketing
- Permits, Fees, and Inspections – the Council directed Manager Ryall to find a consultant to help development a fee schedule and determine an amount to budget for possible subsidy in this area
- Trail and sidewalk extensions – Sidewalks should go under Highway Urban Revenue Fund (HURF) and additional money should be budgeted for FY 2013/2014
- Community Park – picnic tables in FY 2012/2013
- Art program – Manager Ryall will investigate a program with Northern Arizona University or Arizona State University

As a reminder, Manager Ryall mentioned that nothing has been added to the budget for a Fire Department subsidy which had been requested by the Tusayan Fire District.

Candidates for using Contingency Funds for FY 2012/2013 are:

- Drainage Study
- Art Program
- Sidewalks
- Fire Truck

**6. MOTION TO ADJOURN**

At 7:44pm Councilmember Rueter made a motion to adjourn the meeting.  
Councilmember Sanderson seconded the motion and it passed on unanimous vote.

**ATTEST:**

\_\_\_\_\_  
**Greg Bryan, Mayor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Melissa A. Malone, Town Clerk**

**CERTIFICATION**

State of Arizona       )  
                                  ) ss.  
Coconino County       )

I, Melissa Malone, do hereby certify that I am the Town Clerk of the Town of Tusayan, County of Coconino, State of Arizona, and that the above minutes are a true and correct summary of the meeting of the Council of the Town of Tusayan held on March 20, 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

DATED this 27<sup>th</sup> day of March, 2013.

\_\_\_\_\_  
**Town Clerk**

ITEM NO. 7A

## RESOLUTION NUMBER 2013-01

### **A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF TUSAYAN, COCONINO COUNTY, ARIZONA, ADOPTING A RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR FY13, AS REQUIRED UNDER SECTION 104(d) OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974 AS AMENDED.**

**Whereas**, Section 104(d) of the Housing and Community Development Act of 1974, as amended, and implementing regulations require that each applicant for Community Development Block Grant funds must adopt, make public and certify that it is following a residential antidisplacement and relocation assistance plan; and

**Whereas**, the Town of Tusayan is submitting an application to the Arizona Department of Housing for Community Development Block Grant funds.

**NOW, THEREFORE, BE IT RESOLVED, THAT THE MAYOR AND COMMON COUNCIL OF THE TOWN OF TUSAYAN, DO HEREBY ADOPT THE RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN AS DESCRIBED BELOW.**

#### RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

The Town of Tusayan will replace all occupied and vacant occupiable low/moderate income dwelling units demolished or converted to a use other than as low/moderate income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974 as amended.

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion.

Before obligating or expending funds that will directly result in such demolition or conversion, the Town of Tusayan will make public and submit to the ADOH CDBG Program the following information in writing:

1. A description of the proposed activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as LM dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units; and
6. The basis for concluding that each replacement dwelling unit will remain a LM dwelling unit for at least 10 years from the date of initial occupancy.

7. Information demonstrating that any proposed replacement of housing units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the State of Arizona's approved Consolidated Plan (ACP).

The Town of Tusayan will provide relocation assistance, as described in the ACP and implementing regulations, to each LM household displaced by demolition of housing or by the conversion of a LM dwelling unit to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the ACP, the Town of Tusayan will take the following steps to minimize displacement of persons from their homes:

1. Coordinate code enforcement with rehabilitation and housing assistance programs.
2. Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
3. Adopt tax assessment policies, such as deferred tax payment plans, to reduce impact of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas.

**PASSED AND ADOPTED by the Mayor and Common Council of the Town of Tusayan this 3<sup>rd</sup> day of April, 2013.**

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Greg Bryan, Mayor

**Attest:**

**Approved as to form:**

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Melissa Malone, Town Clerk

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William J. Sims III, Town Attorney

**ITEM NO. 7B**

RESOLUTION NUMBER 2013-02

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL  
OF THE TOWN OF TUSAYAN, COCONINO COUNTY, ARIZONA, AUTHORIZING THE  
SUBMISSION OF AN APPLICATION FOR FY12 STATE COMMUNITY DEVELOPMENT BLOCK  
GRANT FUNDS, CERTIFYING THAT SAID APPLICATION MEETS THE COMMUNITY'S  
PREVIOUSLY IDENTIFIED HOUSING AND COMMUNITY DEVELOPMENT NEEDS AND THE  
REQUIREMENTS OF THE STATE CDBG PROGRAM, AND  
AUTHORIZING ALL ACTIONS NECESSARY TO IMPLEMENT AND COMPLETE THE  
ACTIVITIES OUTLINED IN SAID APPLICATION.**

**WHEREAS**, the Town of Tusayan is desirous of undertaking community development activities; and

**WHEREAS**, the State of Arizona is administering the Community Development Block Grant (CDBG) Program; and

**WHEREAS**, the State CDBG Program requires that CDBG funds requested address one of the three Congressional mandated National Objectives; and

**WHEREAS**, the activities within this application addresses the community's identified housing and community development needs, including the needs of low and moderate income persons; and

**WHEREAS**, an applicant of State CDBG funds is required to comply with the program guidelines and Federal Statutes and regulations.

**NOW, THEREFORE, BE IT RESOLVED THAT THE MAYOR AND COMMON COUNCIL OF THE TOWN OF TUSAYAN AUTHORIZE APPLICATION TO BE MADE TO THE STATE OF ARIZONA, DEPARTMENT OF HOUSING FOR FY13 CDBG FUNDS, AND AUTHORIZE THE MAYOR TO SIGN APPLICATION AND CONTRACT OR GRANT DOCUMENTS FOR RECEIPT AND USE OF THESE FUNDS FOR THE CONSTRUCTION OF ADA-COMPLIANT FACILITIES AND ACCESS AT THE TUSAYAN PARTNERS COMMUNITY PARK, AND AUTHORIZE THE MAYOR TO TAKE ALL ACTIONS NECESSARY TO IMPLEMENT AND COMPLETE THE ACTIVITIES SUBMITTED IN SAID APPLICATION; AND**

**THAT THIS APPLICATION FOR STATE CDBG FUNDS MEETS THE REQUIREMENTS OF LOW- AND MODERATE-INCOME BENEFIT FOR ACTIVITIES JUSTIFIED AS BENEFITING LOW- AND MODERATE-INCOME PERSONS, AIDS IN THE PREVENTION OR ELIMINATION OF SLUM AND BLIGHT OR ADDRESSES AN URGENT NEED WHICH POSES A THREAT TO HEALTH; AND**

**THAT, THE TOWN OF TUSAYAN WILL COMPLY WITH ALL STATE CDBG PROGRAM GUIDELINES, FEDERAL STATUTES AND REGULATIONS APPLICABLE TO THE STATE CDBG PROGRAM AND THE CERTIFICATIONS CONTAINED IN THE APPLICATION.**

**PASSED AND ADOPTED** by the Mayor and Common Council of the Town of Tusayan this 3<sup>rd</sup> day of April, 2013.

\_\_\_\_\_  
Greg Bryan, Mayor

**Attest:**

**Approved as to form:**

\_\_\_\_\_  
Melissa Malone, Town Clerk

\_\_\_\_\_  
William J. Sims III, Town Attorney